

*This file is part of the document FECFile UserManual for Candidate Committees. To learn more about the Federal Election Commission, the Electronic Filing Program, or find this document by section follow the following links, respectively:*

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# FECFile User Manual for Candidate Committees

This manual is designed to help political committees use FECfile software and to assist with the filing of disclosure reports. The format is user-friendly and contains step-by-step instructions, along with screen shots, in an effort to help users maneuver through the software. Some of the areas found in this manual include: How to enter transactions on each line, How to upload a report, How to file a miscellaneous electronic submission and How to make sense of some common error codes.

## **Edition date**

2/11/2003

## **Author**

Data Systems Training and User Support

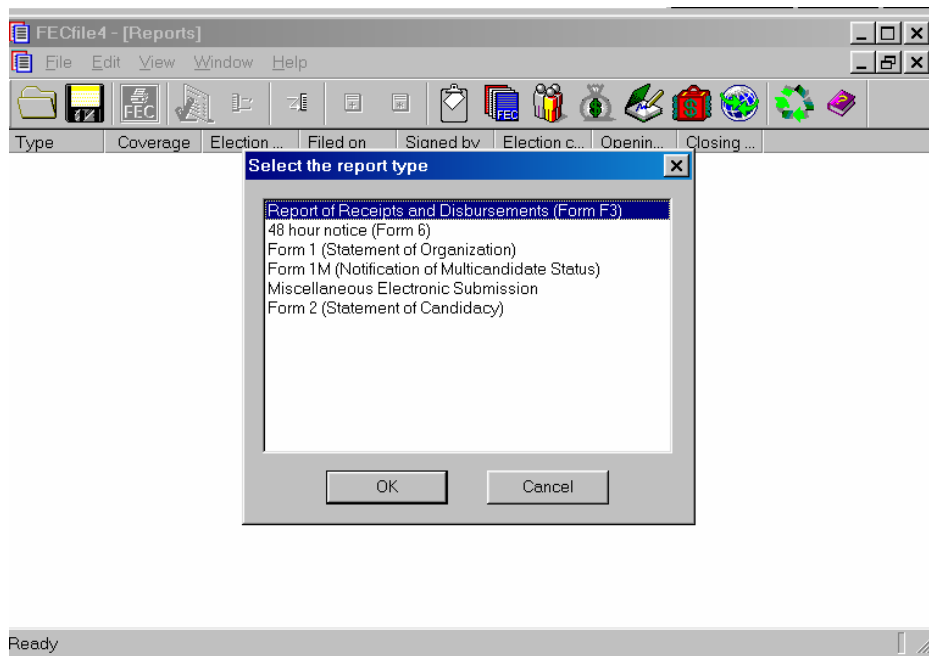
## **Contact information**

Phone: 1-800-424-9530 or local Washington, D.C. 202-694-1100

Reports Analysis Division—Reporting Questions

NIC—Technical Questions

## Reports



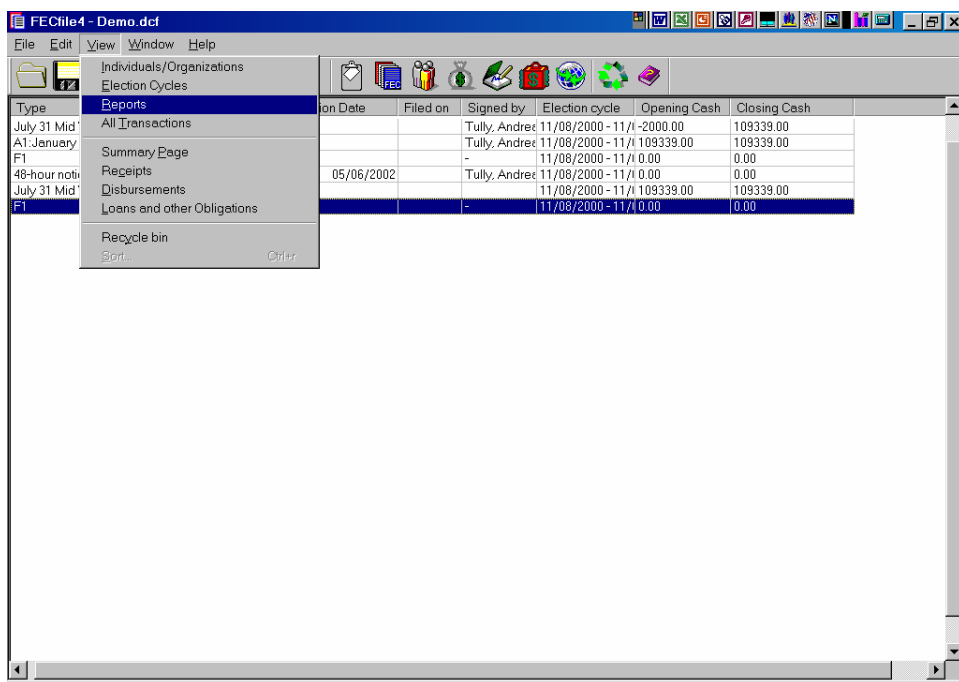
## Reports

The FECFile generates several different kinds of reports. These reports can include:

- ✓ Report of Receipts and Disbursements (Form F3x)  
**This is for PACS, Parties, State and Local Parties**
- ✓ Report of Receipts and Disbursements (Form F3)  
**This is for Candidate Committees**
- ✓ 48 Hour Notice (Form 6)
- ✓ Statement of Organization (Form 1)
- ✓ Notification of Multicandidate Status (Form 1M)
- ✓ Miscellaneous Electronic Submission

## **Election Cycle**

The election cycle is entered before a committee creates the first report. When the committee begins to enter in report information, it prompts the user to first enter an election cycle. The election cycle is the day after the previous General Election through the day of the upcoming General Election. If the cycle is entered in correctly, the Post Election Detailed Summary page will not appear until it's necessary. Each software package uses a different method to remedy the problem. The Post Election Detailed Summary Page for Primary losers will appear on their Year End Report.



1. To select the Reports window in FECFile, select view from the drop down menu bar and select Reports.

The “Reports” window displays a history of all reports contained in the committee file. By selecting “View” on the menu bar and selecting “Reports”, the automatic sort feature is visible. The sort is based on the report coverage dates (i.e., Date from and Date to) and the Filed on date. The user does not have the opportunity to change the order of reports in this view. The user can, however, modify the size of the columns by dragging, wide or narrow, permitting more information to be easily viewed.

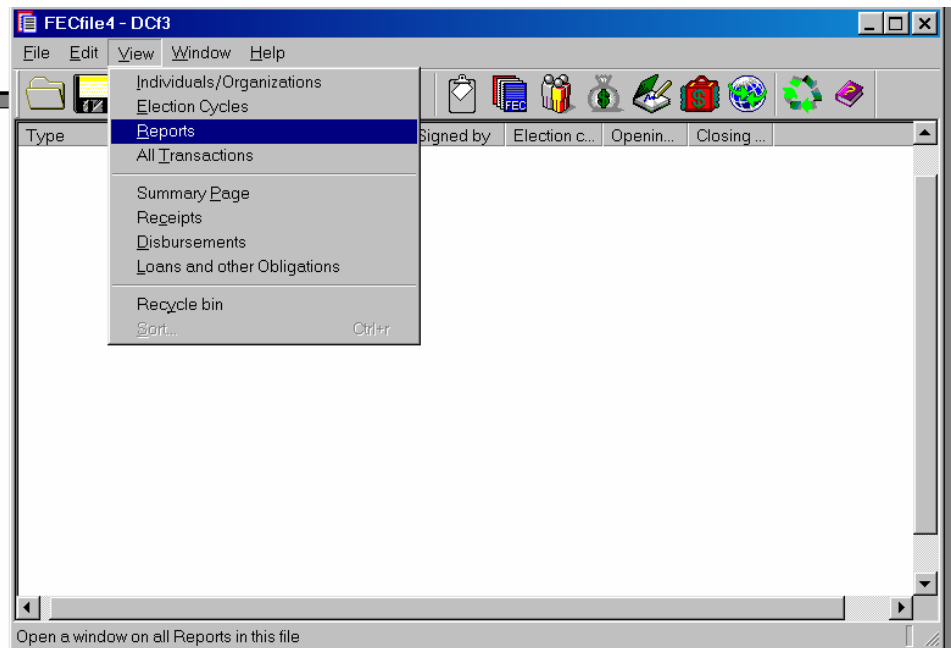
There are several things the user can do to a report:

- Create
- Modify
- Delete
- Close
- Amend
- Validate
- Upload


The following text will review the different reports available using FECFile.

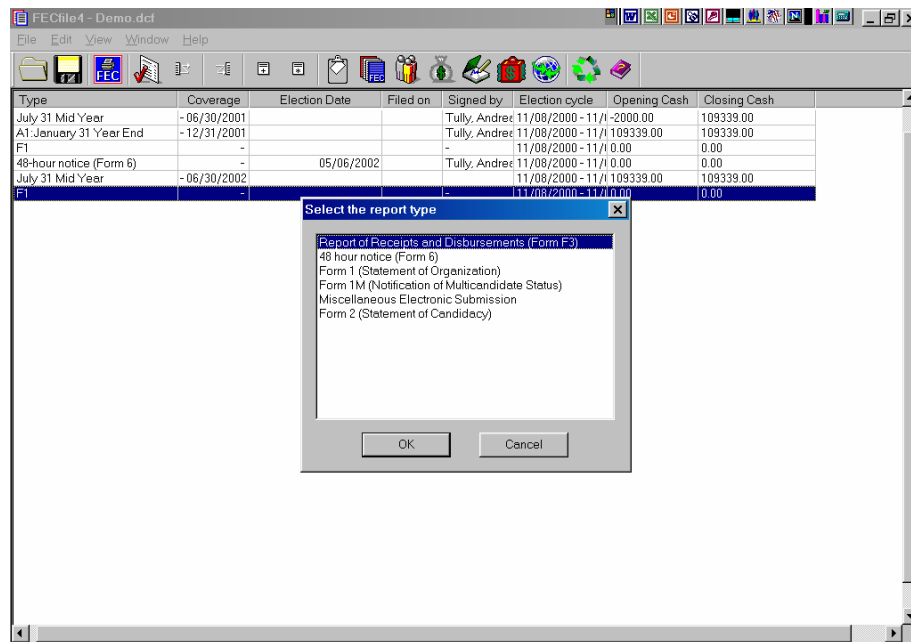
**Creating a Report of Receipts and Disbursements (Form 3)**  
**(This is for Candidate Committees)**

1. Upon launching FECFile, select the appropriate candidate or committee information option.
2. As the application asks “Would you like to create a Report and enter your Report Information Now”, select OK.
3. Select View, from the menu bar and select Reports.

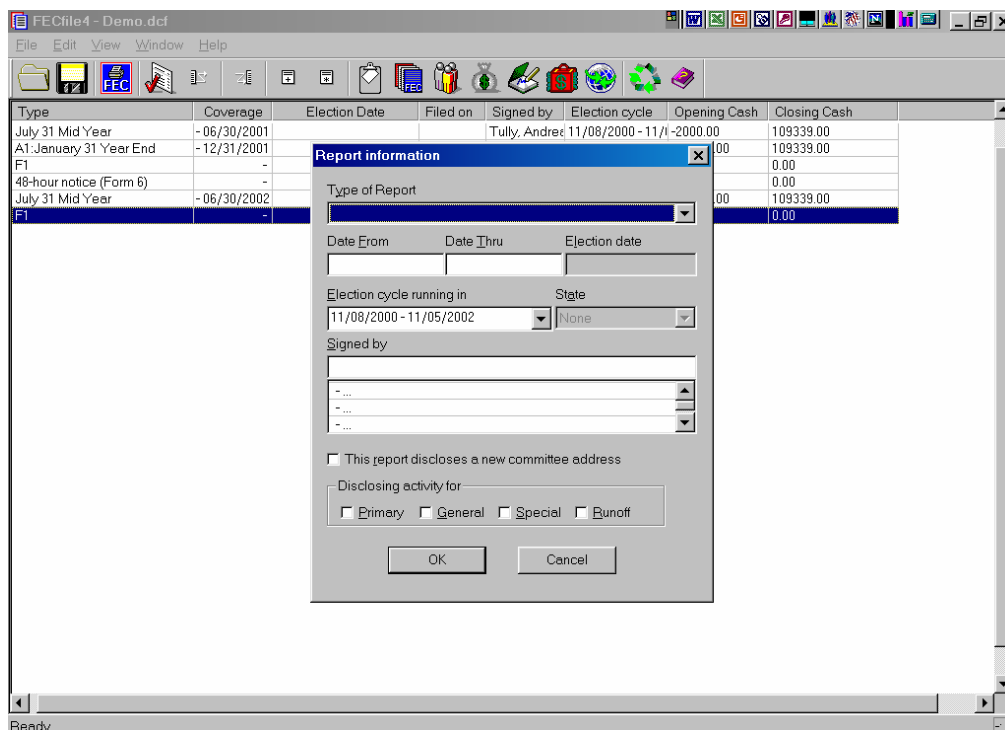


4. Select Edit from the menu bar and then select New.

 **shortcut** (Right-click and select New, or use the *Ins* key on your keyboard with the Report window highlighted!)



5. Select Report of Receipts and Disbursements (Form 3) and click on OK.



6. The Receipts and Disbursements Report has several options.

Select the report required from the “Type of Report” drop-down menu.

7. Point and click inside the “Date From” field and enter in the date required.

**Note:** Due to the nature of the report selected, some date fields will be automatically populated by the FECFile application.  
Point and click inside the “Date Thru” field, and enter in the date required. Again, this is necessary if the date field was not automatically generated.

**Note:** You may accept the default dates, or change them if necessary. Caution is required when changing the default dates. Pre-Primary reports, Pre-General reports and Post-General reports can alter the coverage dates of adjacent reports. If there is uncertainty about report coverage dates, users must check with an FEC representative prior to changing the default dates.

Date formats should be entered as follows:

**m/d (1/1)**

**mm/dd (01/01)**

**mm/dd/yy (01/01/00)**

**mm/dd/yyyy (01/01/2000).**

**PLEASE NOTE THAT IF THE YEAR IS NOT PROVIDED, THE SOFTWARE  
DEFAULTS TO THE CURRENT YEAR.**

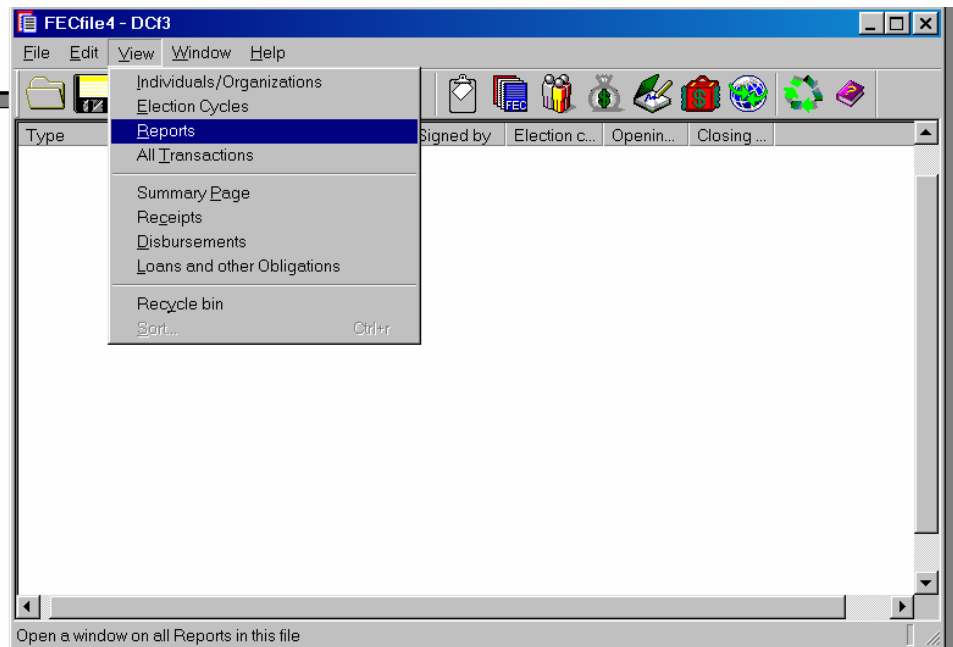
**ADDITIONALLY, ON THE FORM 3, THE ELECTION CYCLE RUNNING IN  
MUST BE CORRECTLY FILLED IN.**

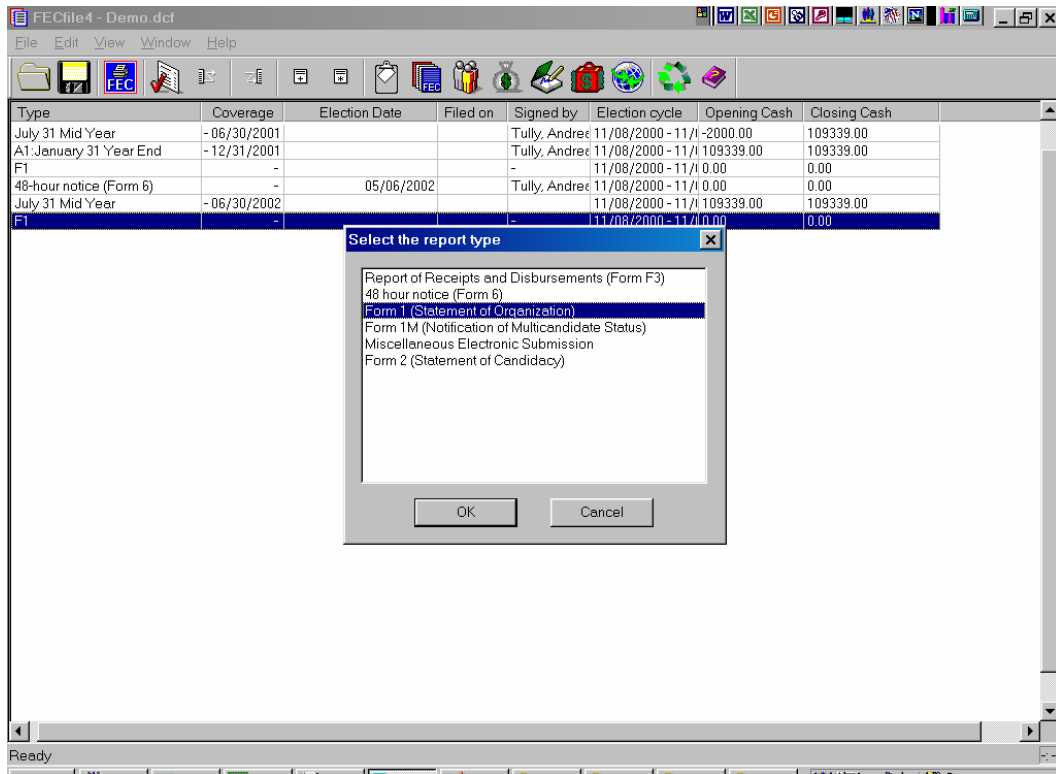
8. The treasurer's name may be selected from the Individuals/Organizations list.  
**Note:** If the treasurer's name is not listed, it must be entered in the same manner as a standard individual.
9. If the committee's address has been changed on the Individuals/Organizations list, check the box reading, "This report discloses a new committee address".
10. Click on OK.
11. The Reports table will appear.



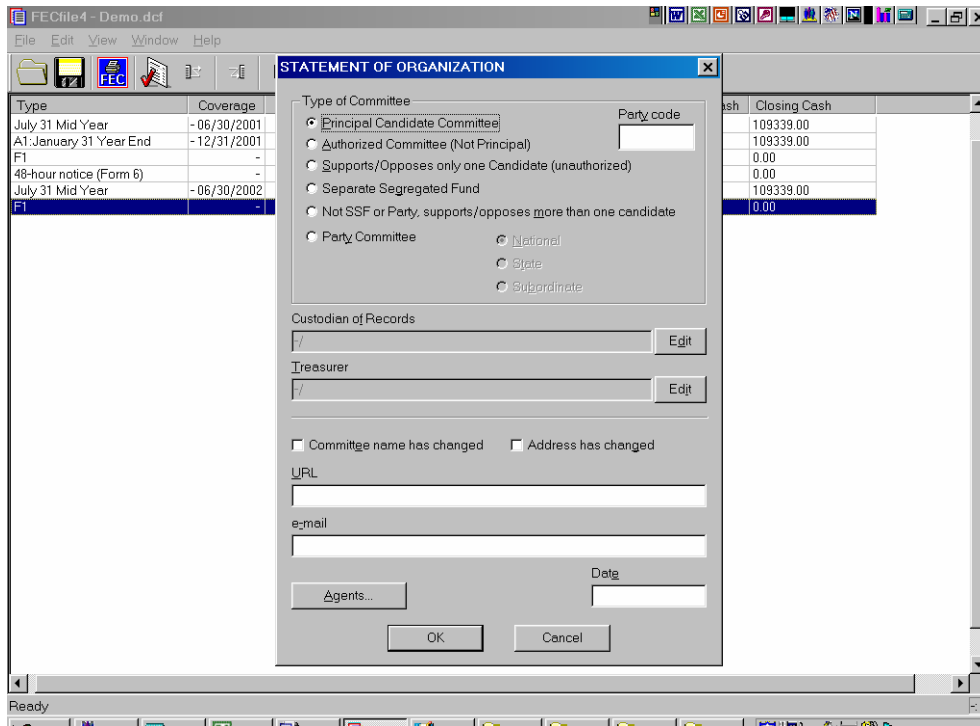
## **Creating a Statement of Organization, (Form 1)**

1. Upon launching FECFile, select the appropriate candidate or committee information option.
2. As the application asks "Would you like to create a Report and enter your Report Information Now", select OK.
3. Select View, from the menu bar and select Reports.

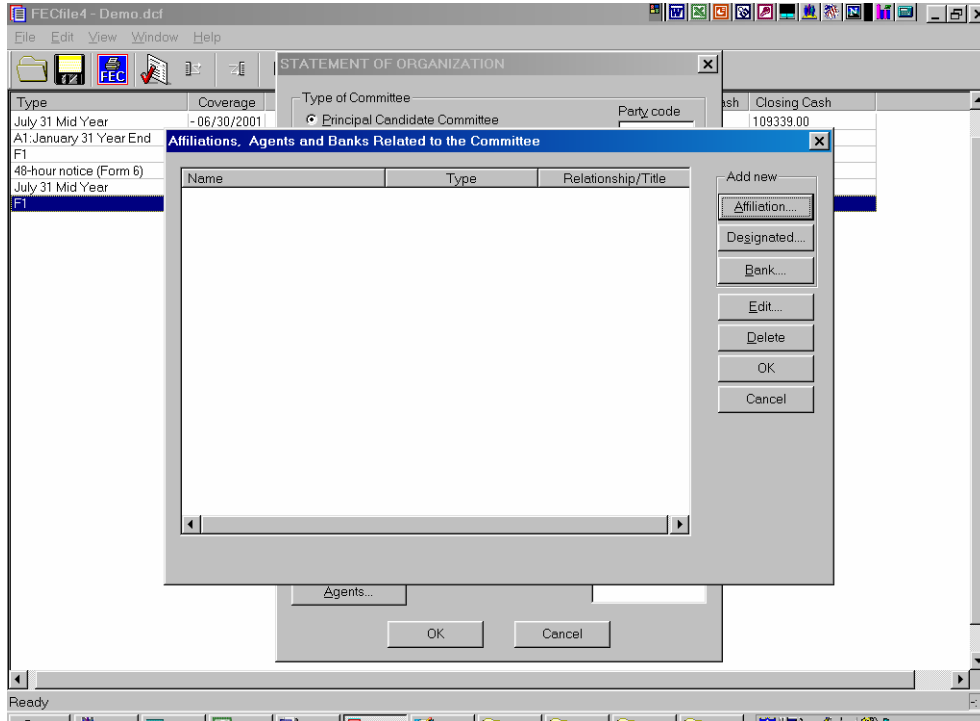




4. Select Form 1, Statement of Organization, and select OK.



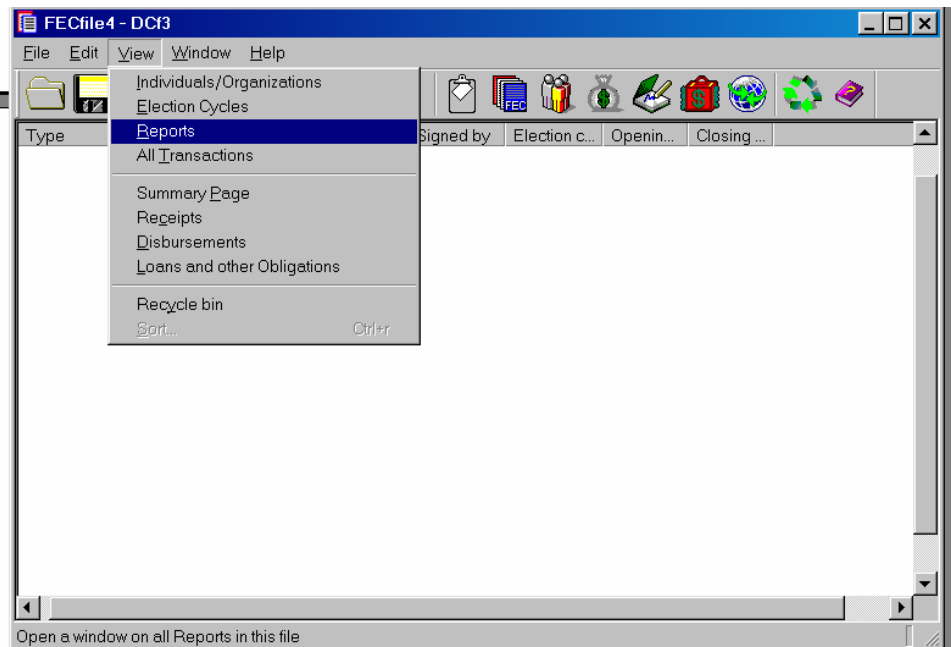
5. The Statement of Organization dialog box appears. Enter in the type of Candidate Committee, the URL, and the e-mail address and the date.



6. Click on the Agents button, and the Affiliations, Agents and Banks Related to the Committee dialog box appears. Enter in the pertinent data and click on OK.
7. When FECFile asks to save changes, click on OK.
8. The application returns to the Statement of Organization dialog box. Click on OK.

## **Miscellaneous Electronic Submission**

1. Upon launching FECFile, select the appropriate candidate or committee information option.
2. As the application asks “Would you like to create a Report and enter your Report Information Now”, select OK.
3. Select View, from the menu bar and select Reports.

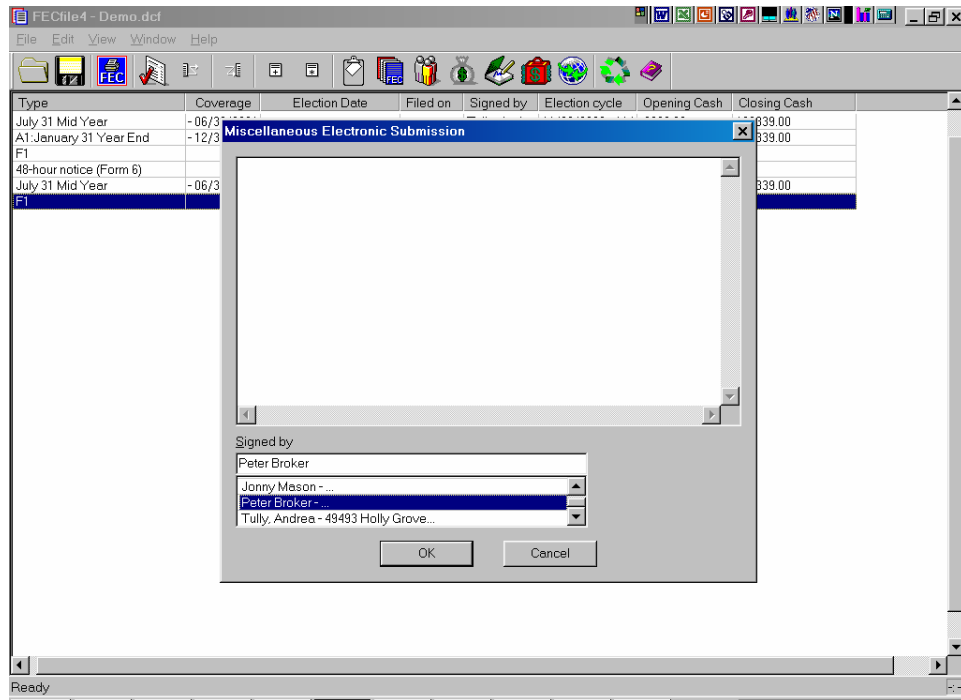


4. Select Edit from the menu bar and then select New.

### **Note:**

Committees filing electronically should always file a complete amendment when they are adding, deleting, or changing information from the original report that is required on the appropriate schedule, summary, or detailed summary page. These items cannot be amended using a Form 99. Examples include, but are not limited to, occupation/employer, addresses, complete names of PAC's, & loan terms.

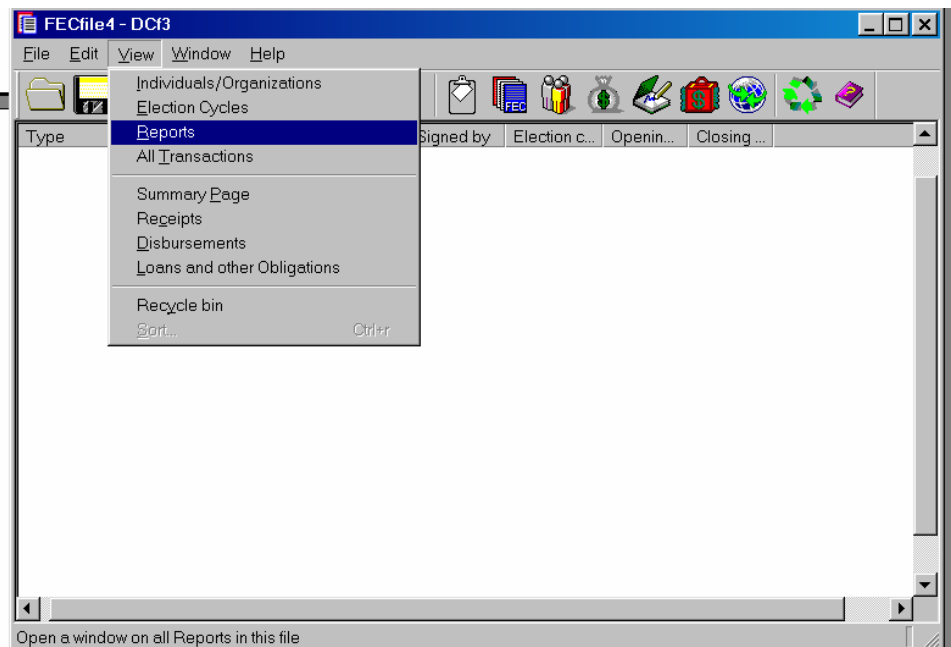
Committees can use a Form 99 when filing an amendment to clarify/explain a certain situation that does not change the data submitted in the original report (i.e. a best efforts statement).



5. The Miscellaneous Electronic Submission dialog box appears. Type in the appropriate information, select the signed by option, selecting the name of the individual signing the report, and select OK.
6. Once the F99 is completed, the election cycle may still need to be entered. This can be done by left clicking on the word "view" on the menu bar and then left clicking on the "election cycle" option. In the election cycle window there will be blank entries. Double left click on them and the correct dates may then be entered.

## **Creating a Statement of Candidacy (Form 2)** **(This is for Candidate Committees)**

1. Upon launching FECFile, select the appropriate candidate or committee information option.
2. As the application asks “Would you like to create a Report and enter your Report Information Now”, select OK.
3. Select View, from the menu bar and select Reports.

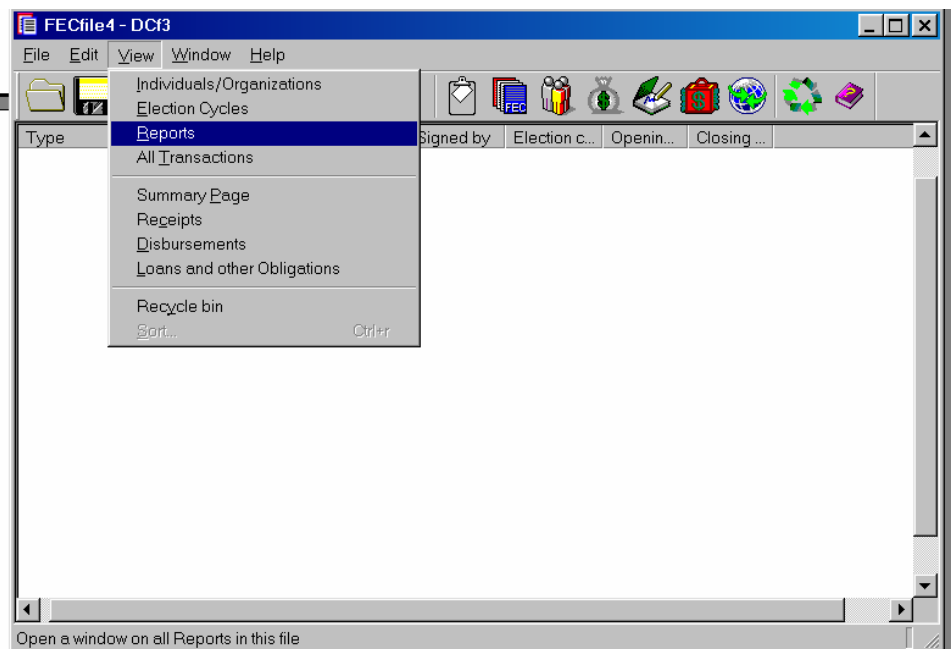


4. Select Edit from the menu bar and then select New.
5. Select Form 2, Statement of Candidacy, and enter in all pertinent information, then select OK.

### **48 Hour Notice (Form 6)**

**Only Candidate Committees report a 48 Hour Notice to the FEC. If filing a Form 3 electronically, the option to select 48 hour Notice, (Form 6) is available from the Reports view. If using the Form 3X, this report type is not available, as it is not applicable.**

1. Upon launching FECFile, select the appropriate candidate or committee information option.
2. As the application asks “Would you like to create a Report and enter your Report Information Now”, select OK.
3. Select View, from the menu bar and select Reports.



4. Select Edit from the menu bar and then select New. Select 48 Hour Notice (Form 6), from the Report list. Enter the information, state, where the committee is registered, the date of the election, and the name of the individual signing the report. Select OK.
5. Select view from the menu bar, and select Reports. Highlight the Form 6 that was just created.
6. Select view from the menu bar, and select All Transactions. Highlight the contribution that should appear on the 48 hour notice.
7. Right click on the desired transaction, and select add to Form 6. Any information in the transaction may now be changed, however the information should remain the same. Note the memo box has a check mark. It is important to record these



transactions as Memo items, so the committee's total contributions are not inflated. The software, however, automatically generates a memo item of that transaction. Also, remember the receipt will also be submitted in the next report. The transaction for the Form 6 will be listed in red in the receipts window.

8. These steps are repeated for each transaction to be reported.

Note: Prior to attaching transactions to a 48 hour notice, the transactions must be generated in the report to be filed.